

## OVERVIEW

Adoption workers must submit written quarterly progress reports using the DHS-614, Quarterly Adoption Progress Report. **The adoption worker must have at least one face-to-face contact with the child during each quarter prior to the adoption supervision period for the purpose of completing the DHS-614.** The child adoption assessment may serve as the initial quarterly report if it is completed within the required quarterly reporting period and attached to the DHS-614 form.

**Note:** When the child adoption assessment **is** used as the initial quarterly report, the next quarterly report is due 90 calendar days from completion of the child adoption assessment. When the child adoption assessment is **not** completed within the initial required quarterly reporting period, the DHS-614 is due 90 calendar days from case acceptance or 90 days after the order terminating parental rights is signed, whichever is later.

A quarterly report must contain the following information:

- Dates of contact.
- Dates and types of recruitment activities.
- Progress toward achieving adoption.
- Barriers to achieving adoption and specific action steps to overcome the barriers.
- Projected date for finalizing the adoption.

**Note:** The DHS-614 must not contain identifying information about the prospective adoptive family, as this report is maintained in the abuse and neglect record at the court.

## Reporting Duration

The DHS-614, Quarterly Adoption Progress Report, must be completed until the date of the Order Placing Child After Consent is signed by the court. The adoption worker must complete a closing quarterly report when the Order Placing Child After Consent is signed by the court. The DHS-613, Adoptive Placement Supervisory Report, replaces the Quarterly Adoption Progress Report during the adoption supervision period; see ADM 0950 for details regarding the adoption supervision period.

**Note:** During the adoption supervision period, at least monthly face-to-face visits must be made with the child and adoptive parent(s); see ADM 0950 for visit requirements during supervision.

### Report Distribution

Progress reports must be maintained in the case record and submitted to the primary foster care worker and the assigned DHHS monitor and the court.